



DOCUMENT/RECORDS REQUEST FORM CITY OF BANNING

Documents will be charged at the rate of \$.25 per black & white copy/page and \$.35 per color copy/page per the City of Banning Resolution No. 2007-117. Please describe the requested document(s); provide as much detail as possible such as the City department where documents are filed, the title of requested documents, dates and/or times, and any other details that fully describe the documents. If assistance is needed, please review the request with the appropriate City department. Per Public Records Act the City has 10 days to produce records or give notification of when they will be ready.

Date of Request: _____

Name: _____

Address: _____

Telephone No(s): _____

Date Stamp

Staff Use Only

Requested documents:

Staff Use Only

Retain copy for file and one for customer.

Cash Receipts Code: GM

Acct. No. 001-0001-361-4162

Document Type	# of Documents	\$0.25 each (B&W)	\$0.35 each (Color)	\$7.00 DVD	Other Charges	Total Charged

Customer contacted on (date): _____ Records provided on (date): _____

Signed: _____